Notice of Appearance and Request for Notice

This process consists of two (2) major parts: **Filing the Notice of Appearance and Request for Notice**, and **Adding the Creditor(s) to the Creditor Database**. Each part will be accomplished using a separate menu item. This module will also explain how to query for creditors that were added to a bankruptcy case.

Filing the Notice of Appearance and Request for Notice:

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

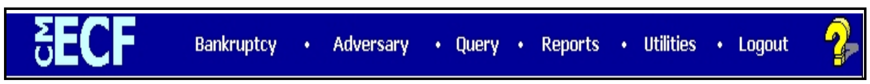

Figure 1

STEP 2 The BANKRUPTCY EVENTS screen is displayed. **(See Figure 2.)**

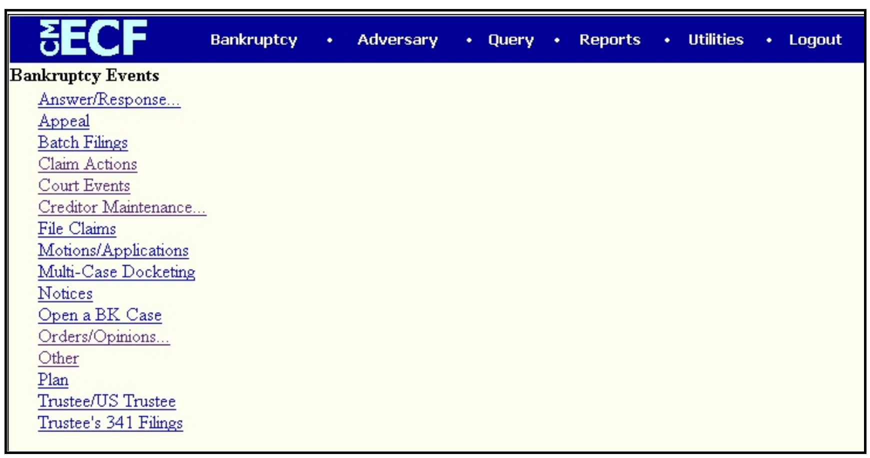

Figure 2

- Click on the Notice hyperlink.

STEP 3 The CASE NUMBER screen is displayed. **(See Figure 3.)**

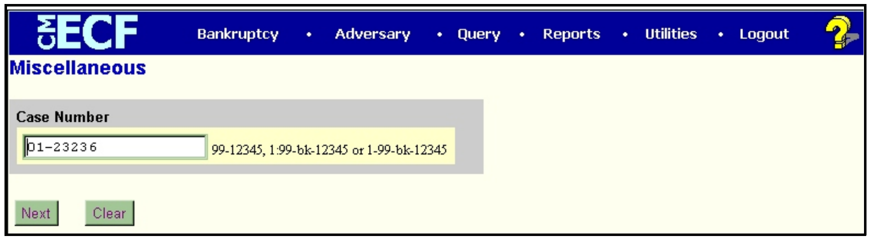

Figure 3

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

- Click on the **[Next]** button to continue.

STEP 4 The EVENT SELECTION screen is displayed **(See Figure 4.)**

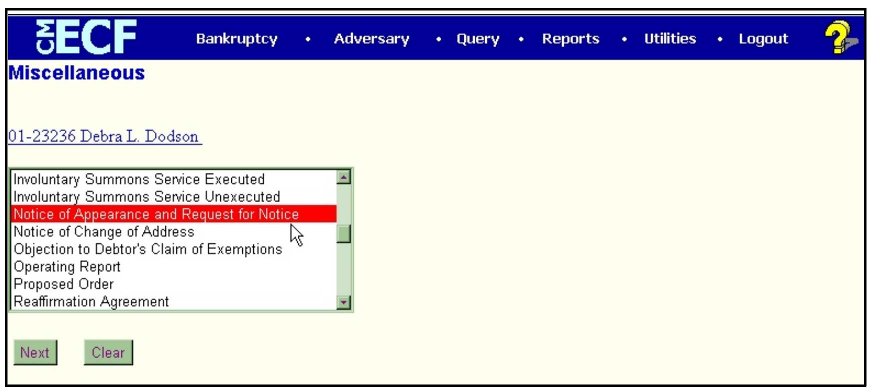

Figure 4

- Scroll to display the **Notice of Appearance and Request for Notice** event.

NOTE: Typing the letter **"n"** will display the first event starting with that letter.

- Click to highlight, then click on the **[Next]** button to continue.

STEP 5 The CASE VERIFICATION screen is displayed. If this is the correct case, click on the **[Next]** button to continue. **(See Figure 5.)**

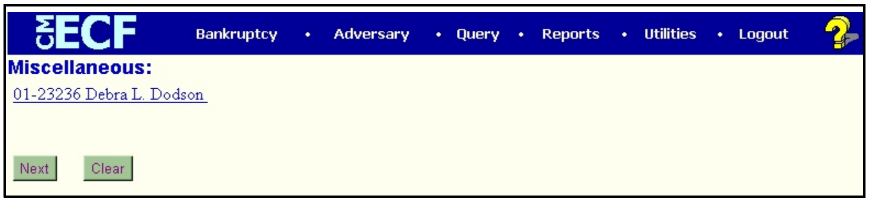

Figure 5

STEP 6 The ATTORNEY SELECTION screen is displayed. In this example, Benjamin Matlock is representing American Express. Both the attorney and creditor must be added to the case. **(See Figure 6a.)**

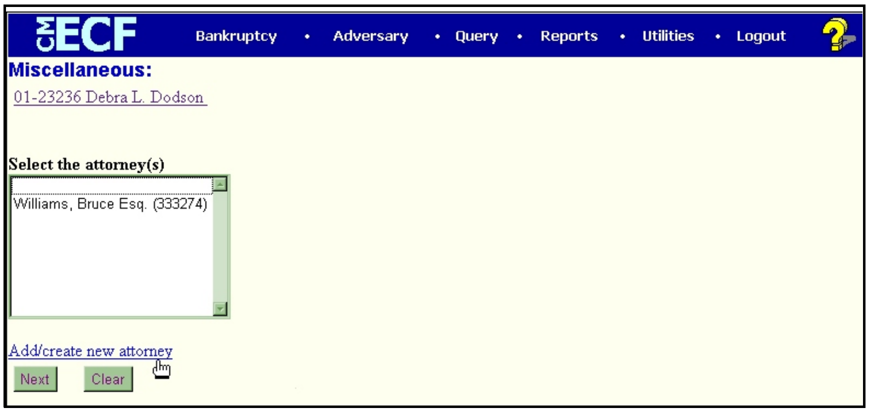

Figure 6a

- The ATTORNEY SEARCH screen appears. Enter the attorney's name in the Last name field and click on the **[Search]** button to continue. **(See Figure 6b.)**

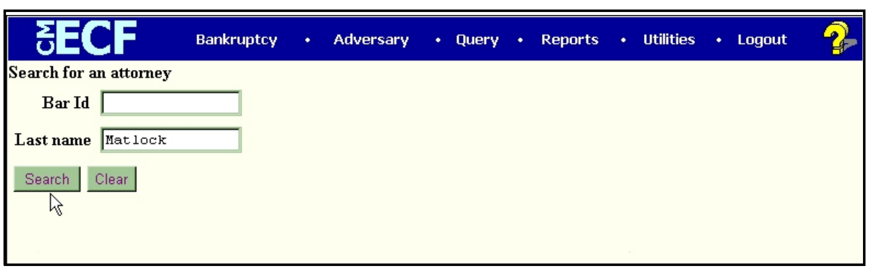

Figure 6b

- Click/Select the attorney and then click on the **[Select name from list]** button to continue. **(See Figure 6c.)**

NOTE: Your search may find more than one person having the same name as shown in **Figure 6c**. Clicking on each of the names will display a window with the person's address information for verification.

If none of the addresses are correct for your attorney, you can either 1.) modify the address (for this case only) on the following ATTORNEY INFORMATION screen, or 2.) click on the **[Create new attorney]** button to add a new person record with this address to the court's attorney roll**.** Follow local guidelines.

Figure 6c

- Verify the attorney's name and address from the ATTORNEY INFORMATION screen, and click on the **[Add attorney]** button to continue. **(See Figure 6d.)**

NOTE: Any address changes that are made will affect only the attorney's information on this case, not the attorney's Person record.

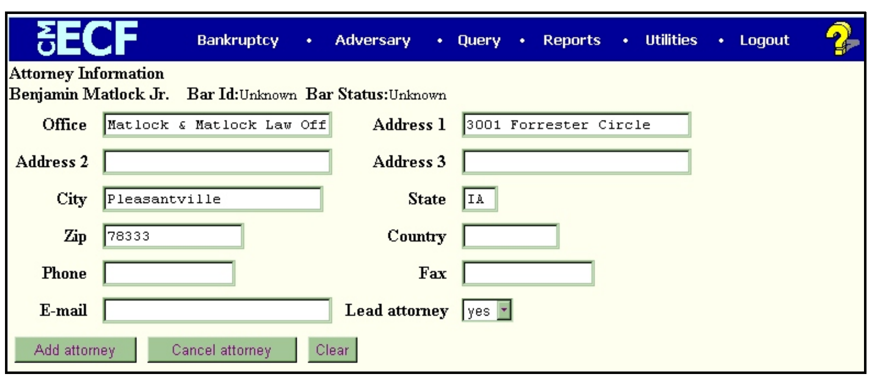

Figure 6d

- The filing attorney can now be selected from the ATTORNEY SELECTION screen. Click on the **[Next]** button to continue. **(See Figure 6e.)**

Figure 6e

STEP 7 The PARTY SELECTION screen is displayed. **(See Figure 7a.)**

Figure 7a

- Click on the **[Add/Create New Party]** hyperlink to add the creditor.

- Enter the creditor's name in the Last/Business name field of the PARTY SEARCH screen and click on the **[Search]** button to continue. **(See Figure 7b.)**

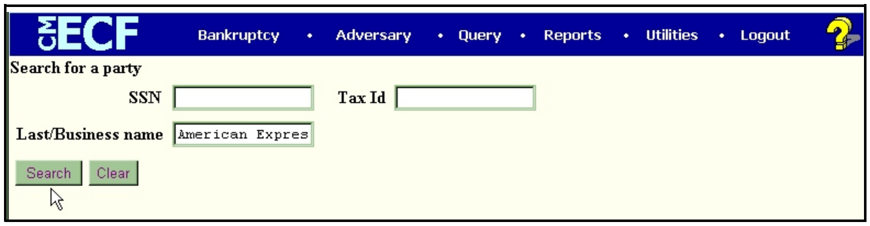

Figure 7b

- If the creditor was found, click on the **[Select name from list]** button on the PARTY SEARCH RESULTS screen to continue. **(See Figure 7c.)**

NOTE: Your name search may find more than one record having the same name as shown in **Figure 7c**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address**.**

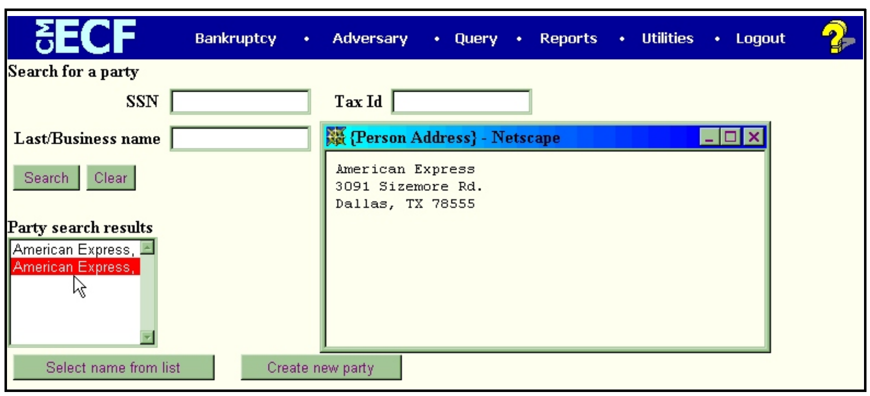

Figure 7c

NOTE: If the search was unsuccessful, click on the **[Back]** button on the Navigation Tool bar and perform another name search, or click on the **[Create new party]** button to add the new party.

- Remove all of the creditor's address information (if any) that was defaulted from the search. Make sure the role type is **Creditor**, and click **[Submit]** to continue. **(See Figure 7d.)**

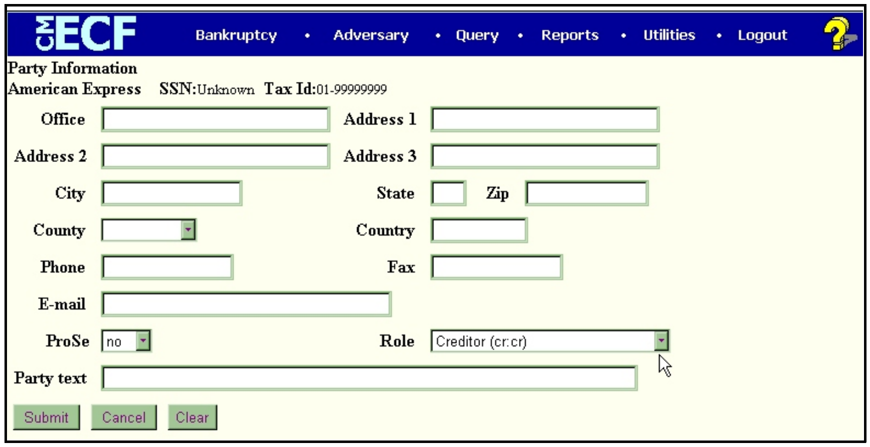

Figure 7d

- Select American Express as the filer and click on the **[Next]** button to continue. **(See Figure 7e.)**

Figure 7e

- Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen. **(See Figure 7f.)**

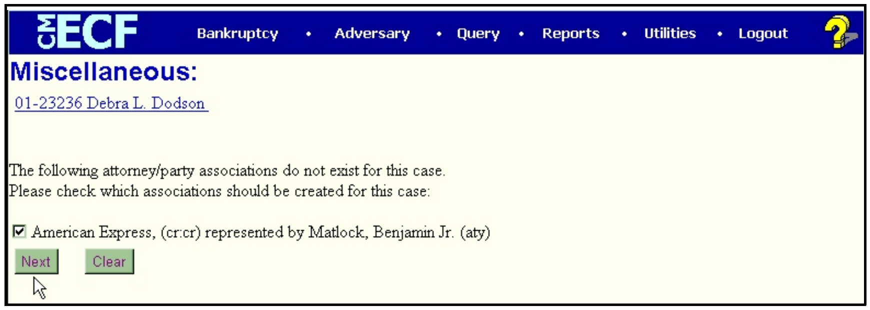

Figure 7f

STEP 8 The PDF DOCUMENT screen is displayed. **(See Figure 8a.)**

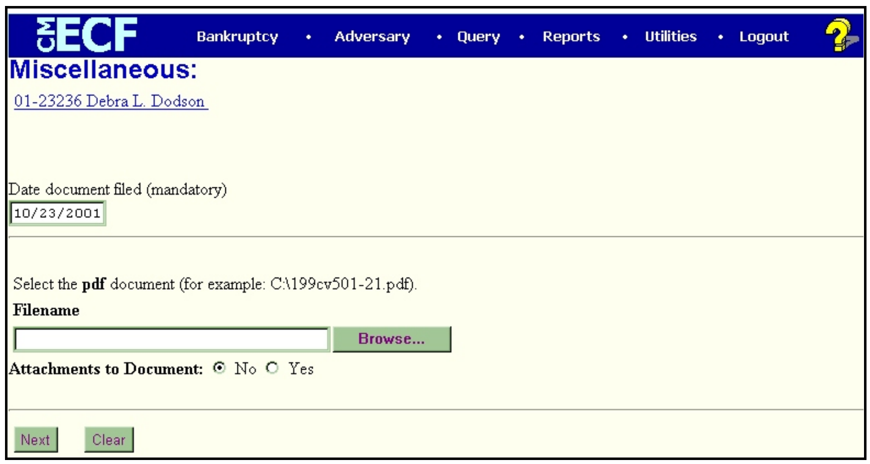

Figure 8a

- If you have no PDF document to associate with this filing, click on the **[Next]** button to continue.
- If you do not enter a PDF document, a warning message box displays **(See Figure 8b.)**. This is information presented only as a reminder.

Figure 8b

- Click on the **[OK]** button to continue.

- The option to assign a document number to this entry may then be presented **(See Figure 8c.)** Select the appropriate radio button.

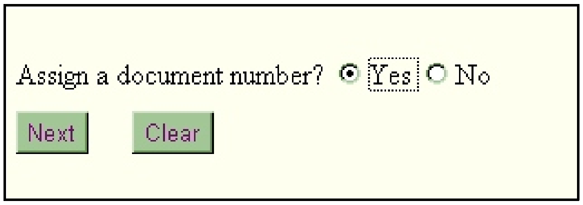

Figure 8c

- Click on the **[Next]** button to continue.
- Skip to **STEP 10** if there is no PDF document to associate with this notice.

STEP 9 If there is a PDF document associated with this entry, follow these steps:

- Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**. **(See Figure 9a.)**

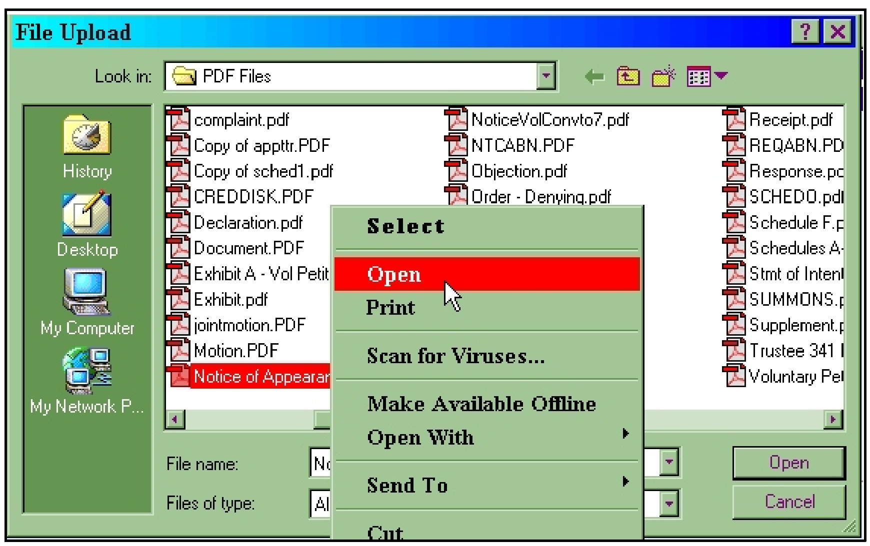

Figure 9a

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. **(See Figure 9b.)**

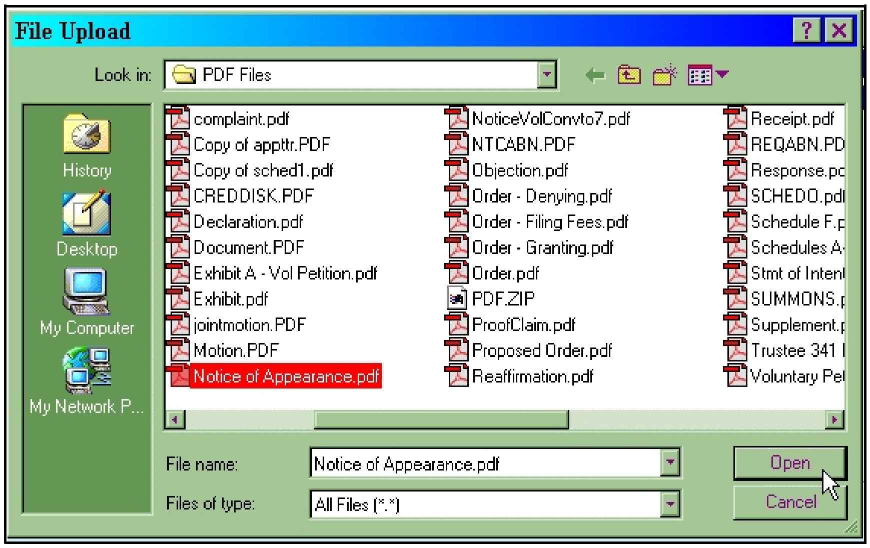

Figure 9b

- Accept the default setting of **No** to the **Attachments to Document** prompt. Attachments will be covered in another module.
- Click on the **[Next]** button to continue.
- A message may be displayed instructing you to add the creditor using the Creditor Maintenance menu item **(See Figure 9c.)**. This process will be discussed in Step 13.

Figure 9c

- Click on the **[Next]** button to continue.

STEP 10 The FINAL TEXT EDITING screen will then be displayed. **(See Figure 10.)**

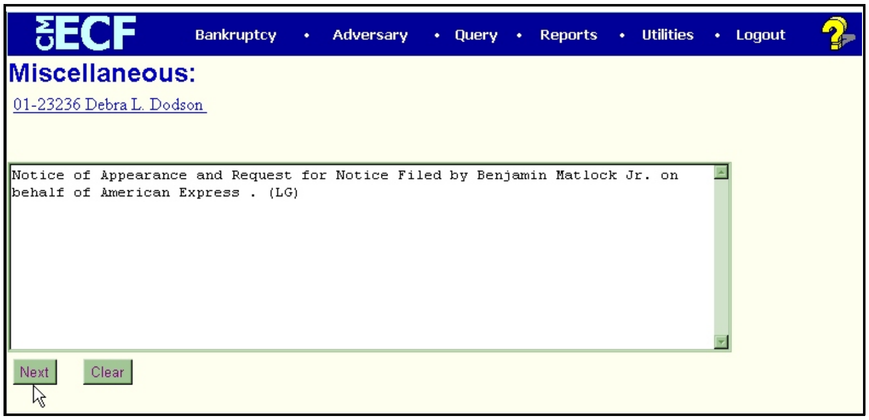

Figure 10

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

- If the text is correct, click on the **[Next]** button to continue.

CAUTION: **This is your last chance to change anything before the final submission!**

STEP 11 The NOTICE OF ELECTRONIC FILING screen will be displayed. **(See Figure 11a.)**

Figure 11a

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will display the PDF image of the document just filed.
- To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**, or click the browser **[Print]** icon to print a copy of this electronic receipt.

NOTE: This event automatically sets the Notice of Appearance flag as a portion of the Docket Sheet illustrates below: **(See Figure 11b.)**

Figure 11b

Adding the Creditor(s) to the Creditor Database:

The list of creditors provided by the debtor at the time the petition is filed resides in a different database from the creditors and other parties to the case. To make sure this new creditor is included in all future noticing, they must be added through this separate process.

STEP 12 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. **(See Figure 12.)**

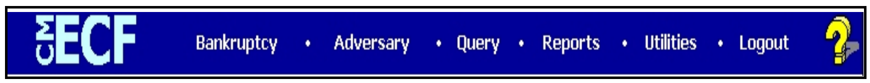

Figure 12

STEP 13 The BANKRUPTCY EVENTS screen is displayed. **(See Figure 13.)**

Figure 13

- Click on the Creditor Maintenance... hyperlink.

STEP 14 Click on the Enter individual creditors hyperlink on the CREDITOR MAINTENANCE screen. **(See Figure 14.)**

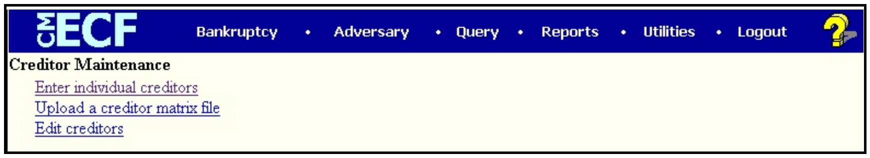

Figure 14

STEP 15 The CREDITOR PROCESSING screen is displayed. **(See Figure 15.)**

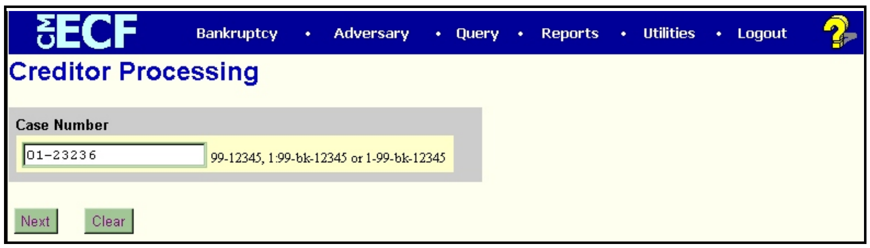

Figure 15

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

◆ Click on the **[Next]** button after entering the case number.

STEP 16 The ADD CREDITOR(s) screen will appear. **(See Figure 16a.)**

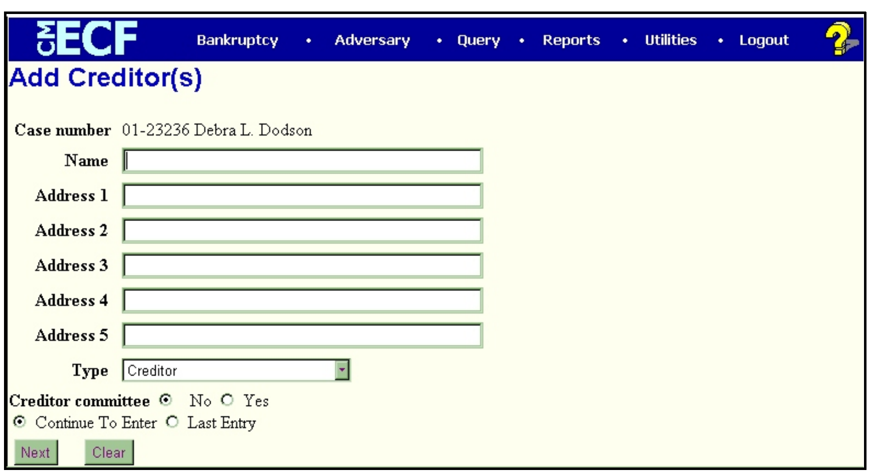

Figure 16a

- Enter the name of the creditor in the Name field.

- Enter the information of the attorney representing the creditor in the Address fields. Follow local guidelines.

  NOTE: Include "**c/o**" before the attorney's name since he/she will be the one notified.

- If your court wants a separate "Appearance List", use the drop-down list in the Type field and select **Notice of Appearance** as the type of creditor, otherwise accept the creditor type default (Creditor).

- Leave the radio button default of **No** for the Creditor Committee.

- Click on the Last Entry radio button since this is the only creditor that will be added.

- Click **[Next]** to continue. A screen will appear informing you of the number of creditors about to be added. **(See Figure 16b.)**

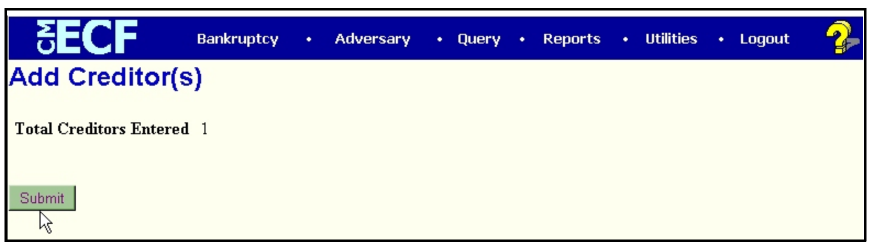

Figure 16b

- If the number of creditors is correct, click on the **[Submit]** button to continue. The CREDITORS RECEIPT screen will appear displaying the case number and the number of creditors that were added to the Creditor Database. **(See Figure 16c.)**

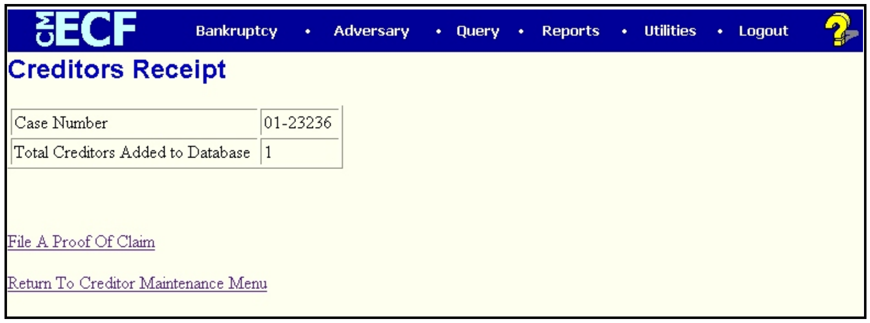
CM ECF
Bankruptcy • Adversary • Query • Reports • Utilities • Logout
Creditors Receipt
Case Number 01-23236
Total Creditors Added to Database 1
File A Proof Of Claim
Return To Creditor Maintenance Menu

Figure 16c

Query a Creditor:

STEP 17 Click the Query hyperlink on the CM/ECF Main Menu. **(See Figure 17.)**

Figure 17

STEP 18 The QUERY screen is displayed. **(See Figure 18.)**

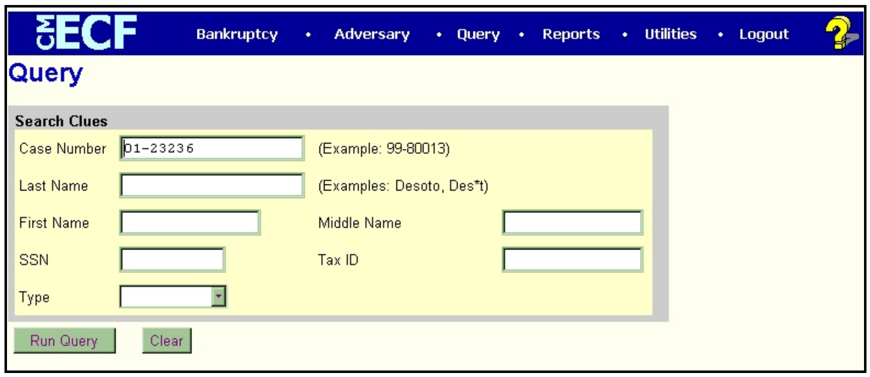

Figure 18

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

- Click on the **[Run Query]** button to continue.

STEP 19 Choose Creditors... as the Query Type. **(See Figure 19.)**

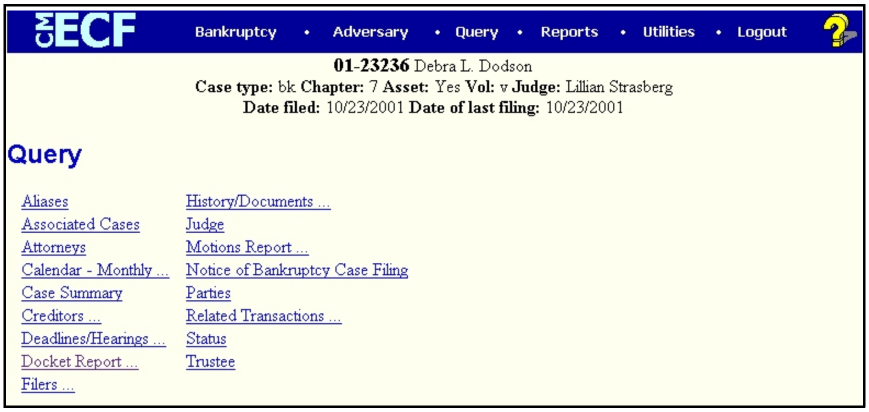

Figure 19

STEP 20 The CREDITOR SELECTION screen is displayed. **(See Figure 20.)**

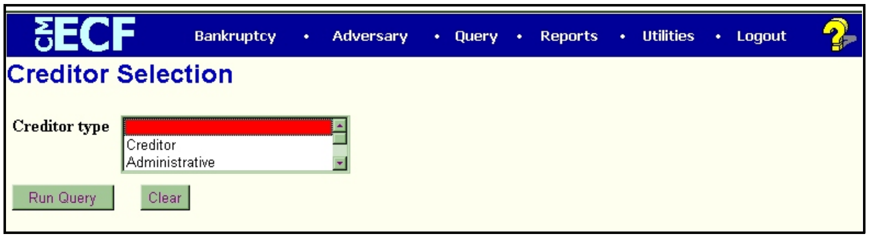

Figure 20

NOTE: Clicking on the "blank" selection in the window will query for all types of creditors.

- Accept the default of "blank" (all creditors) and click on the **[Run Query]** button to continue.

STEP 21 The CREDITORS QUERY RESULTS screen lists all the creditors on the case having the type that was selected on the previous screen. Case summary information is also available. **(See Figure 21.)**

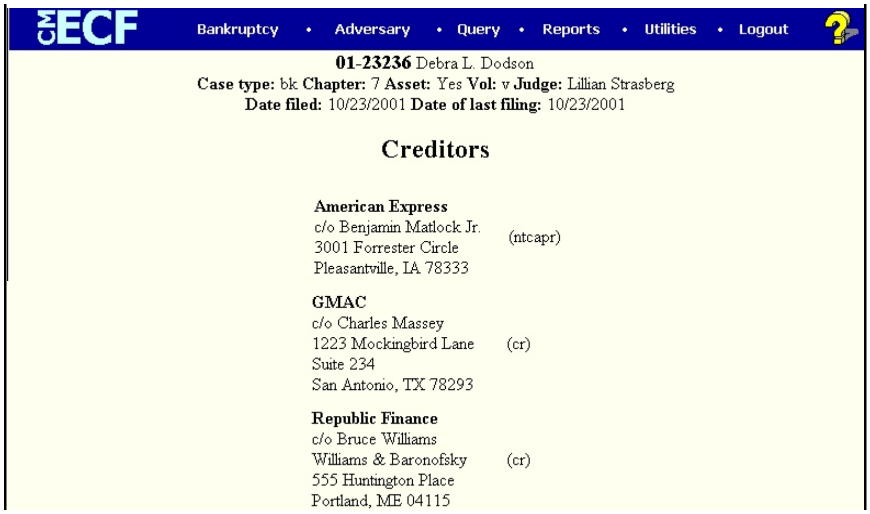

Figure 21

STEP 22 To produce a creditor list by type, select one (or more using the Ctrl key) of the creditor types from the list. **(See Figure 22a.)**

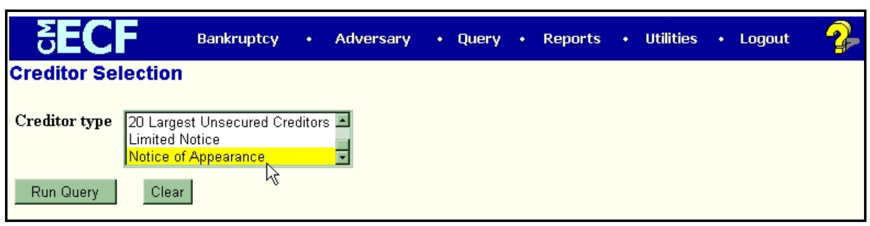

Figure 22a

The list below displays all creditors of the type selected on the previous screen. **(See Figure 22b.)**

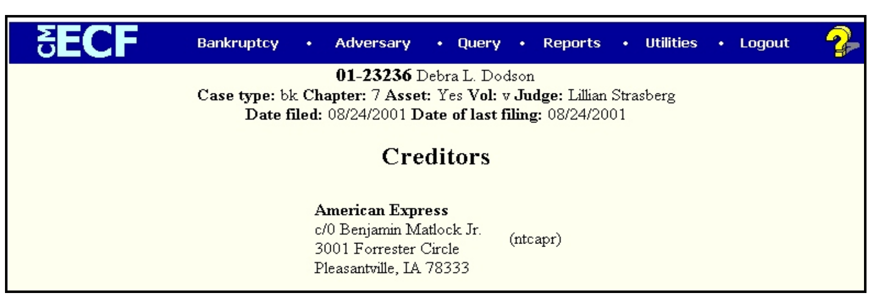

Figure 22b

NOTE: When filing a claim, one must first search this creditor database for the claimant. That search is type specific, unlike the creditor search in Query. Users may need to make more than one search before finding the creditor.

Creditor lists can also be found under:

Utilities – Mailings – **Creditor Mailing Matrix**